



CITY OF HOUSTON

Job Posting

1	<b>Applications accepted from:</b>	ALL PERSONS INTERESTED
2	<b>Job Classification</b>	PROGRAMMER ANALYST I
3	<b>Posting Number</b>	PN #112551
4	<b>Department</b>	Municipal Courts Administration
5	<b>Division</b>	Systems Support
6	<b>Section</b>	
7	<b>Reporting Location</b>	61 Riesner
8	<b>Workdays &amp; Hours</b>	Monday-Friday, 8 A.M. – 5 P.M.*
		*Subject to change
9	<b><u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u></b> Provides simple technical support in computer programming and systems design, analysis and maintenance. Develops, debugs and maintains new software and existing software, upgrades as directed. Codes, tests, implements and troubleshoots applications software. Analyzes simple applications and programs to determine effectiveness. Maintains assigned software and systems, including configuration, systems security, backup, downloading, file conversion and program modification. Prepares and maintains software and systems documentation. Assists in the generation, update, and maintenance of applications comprised of a series of routines and modules. Writes subroutines, macros and utility programs. Designs system specifications. Maintains highest professional level of customer service by utilizing efficient problem-solving techniques to address customer concerns and inquiries. Performs other duties as assigned.	
10	<b><u>WORKING CONDITIONS</u></b> The position is physically comfortable; the individual has the discretion about walking, standing, etc	
11	<b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b> Requires a Bachelor's degree in Computer Science, Mathematics, Management and Information Systems or a closely related field.	
12	<b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b> One-year experience in systems analysis, design, programming and/or a closely related field is required.  Directly related professional experience may be substituted for the education requirement on a year-for-year basis.	
13	<b><u>MINIMUM LICENSE REQUIREMENTS</u></b> Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).	
14	<b><u>PREFERENCES</u></b> Experience in Object-Oriented Concepts, Visual Basic, Microsoft .NET framework, ASP.NET, VB.NET, MS Access, Oracle HTML DB experience, Oracle 9i / 10g, Oracle Development using SQL, PL/SQL and Crystal Reporting. Good verbal and written communication skills. Excellent troubleshooting, debugging and documentation skills. Candidate must have strong skills in solving complex problems, must be customer focused in meeting user needs in a timely and efficient manner.	
15	<b><u>SELECTION/SKILLS TESTS REQUIRED</u></b> None. However, the Department may administer and the applicant must successfully complete a computer skills assessment evaluation.	
16	<b><u>SAFETY IMPACT POSITION</u></b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<b><u>SALARY INFORMATION</u></b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:  <div><div>Salary Range - Pay Grade 16</div><div>\$946 - \$1,726 Biweekly                      \$24,596 - \$44,876 Annually</div></div>	
18	<b><u>OPENING DATE</u></b>	August 16, 2006
19	<b><u>CLOSING DATE</u></b>	OPEN UNTIL FILLED
20	<b><u>APPLICATION PROCEDURES</u></b> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 <sup>st</sup> floor. <b>Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 221-0243. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</b>  An Equal Opportunity Employer	